

Newcastle upon Tyne Royal Grammar School

Fire safety and prevention policy

This policy applies to the whole school and is published to parents

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Governors recognise that they have a range of duties with regard to fire safety and prevention. The competent person and member of the Senior Leadership Team responsible for this policy and its implementation is the Bursar. The School's policy is to:

1. Ensure the safety of staff or anyone else legally on the School's premises by assessing the risks arising from fire within the School's premises and to ensure that the School's facilities are compliant with current fire safety regulations, including **The Regulatory Reform (Fire Safety) Order 2005**, liaising as required with the local *Fire and Rescue Service* (FRS).
2. Ensure effective arrangements are in place to minimise the risk of fire, including:
 - (a) Ensuring compliance with building regulations requirements for fire safety
 - (b) Implementing any recommendations from the FRS and other appropriate agencies
 - (c) Maintaining fire detection and alarm systems
 - (d) Maintaining a strict no-smoking site rule
 - (e) Fire awareness training and ensuring availability of facilities to call emergency services
 - (f) Risk assessing high risk activities (in particular science, technology, drama and catering)
 - (g) Specific controls regarding storage and use of high risk substances (including solvents, chemicals and petrol) and hazardous activities such as hot processes
 - (h) Regular inspections and insurance surveys.
3. Appoint competent persons to provide, maintain and regularly test/inspect:
 - (a) Fire detection and alarm systems
 - (b) Emergency lighting systems
 - (c) Fire fighting equipment
 - (d) Means of escape, including keeping escape routes clear (and, where necessary, unlocked) and taking into account the needs of any disabled users of facilities
 - (e) Notices, signage and printed and electronic information relating to fire procedures.
4. Ensure that all staff, students and visitors (including contractors and third party hirers of facilities) are made fully aware of the School's fire

procedures and comply with them, especially those individuals with specific responsibilities relating to fire procedures.

5. Have in place procedures and action to be taken in the case of a fire alarm and arrange regular practice fire drills for all parts of the School.
6. Identify training needs and provide appropriate training in fire procedures for staff and (where appropriate) students, visitors and external users.
7. Identify any special risks (e.g. storage and/or use of hazardous materials, hot processes and use of the theatre) and put in place appropriate procedures to minimise these risks (e.g. hot work permit procedure).
8. Liaise with third parties such as the School's insurers, health and safety consultant(s) and the FRS as necessary to ensure that best practice for fire prevention and procedures is in place.
9. Keep records relating to fire safety, including:
 - (a) Fire risk assessments and reviews
 - (b) This policy and all other relevant policies and procedures
 - (c) Fire practice drills
 - (d) Hot work permits, etc.
 - (e) Certificates for the installation of fire systems and equipment
 - (f) Inspection and testing of:
 - (i) fire detection and alarm systems;
 - (ii) emergency lighting systems;
 - (iii) fire fighting equipment.
 - (g) Training relating to fire safety.
10. Monitor and review this policy on a regular basis so as to ensure that any new risk or regulation is addressed appropriately.